

SECRET**SENIOR ADMINISTRATIVE OFFICERS CONFERENCE**

27, 28 & 29 OCTOBER 1958

Monday0930-1000 Conference Organization
(L. K. White, DD/S)1000-1200 Financial Management Improvement
[REDACTED] /Comp)
C/FMI Program)
DC/FMI Program)
C/Tech Acct Staff)

25X1A

Lunch

1315-1415 Financial Management Improvement

25X1A

1430-1630 What the Area Division Expects From Its User of Support
[REDACTED] C/WE Division, DD/P)Tuesday0900-1100 Administrative Plans and Fiscal Annexes
[REDACTED] C/Com Staff)
C/Fin Division)
SA-SSA-DD/S)

25X1A

1100-1200 Medical Support
(S. R. Tietjen, C/Med Staff)

25X1A

1200-1300 Careers in Administration
[REDACTED] SSA-DD/S)

Lunch

1415-1615 Topic To Be Announced
[REDACTED] C/IAR Staff, DD/P)

25X1A

Wednesday0900-1100 The Flexible [REDACTED]
[REDACTED] D/Pers)

25X1A

1100-1300 Support Services Elements of Operational Task Forces
[REDACTED] SPA-DD/S)

25X1A

Lunch

1415-1615 Making the Support Program More Effective

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Monday

0930-1000	Conference Organization
1000-1200	Financial Management Improvement
Lunch	
1315-1415	Financial Management Improvement
1430-1630	Guest

Tuesday

0900-1100	Administrative Plans and Fiscal Annexes
1100-1200	Medical Support
1200-1300	Careers in Administration
Lunch	
1415-1615	Guest

Wednesday

0900-1100	The Flexible T/O
1100-1300	Support Services Elements of Operational Task Forces
Lunch	
1415-1615	Making the Support Program More Effective

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USE OF FINANCIAL DATA FOR MANAGEMENT PURPOSES

Review of the kinds of financial data available to executives and consideration of their reliability, pertinence and timeliness; a new look at how they may be exploited for more effective management.

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THE FPA PROGRAM

A status report on the Program to date.

A look at the effect of the FPA Program upon budget preparation
and fiscal management in the future.

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ADMINISTRATIVE PLANS AND FISCAL ANNEXES

Consideration of significant distinctions between administrative plans and fiscal annexes; review of some typical current uses.

*Review & desc of basic
purposes and admin plan
fiscal annexes;*

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MEDICAL SUPPORT

Review background experience regarding the need for medical care;
outline the objectives, scope and limitations of the Agency program;
administration of the program at headquarters and in the field.

Summary of objectives, capabilities and limitations in the field
of medical support for operations.

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CAREERS IN ADMINISTRATION

Discussion of the Administration Career Service in transition; factors bearing on selection, rotation and development of administrative officers; discussion of competitive promotion and how it works in the Administration Career Service; tours of foreign duty; selecting officers for senior positions in the Support Services.

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THE FLEXIBLE T/O

Review of the objectives of the "flexible" T/O; summary of ~~the~~ experience in the Office of Communications during 20 months of operating under the concept; a look at some problems which have emerged during general installation of the system.

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SUPPORT SERVICES ELEMENTS OF OPERATIONAL TASK FORCES

A Review⁶ the strategic problem and⁹ the role of the Support Services under current concepts; consideration of major Support problems which have emerged and some tentative approaches to their solution.

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